

BPAM 64-0961

30 NOV 1964

Executive Registry

64-8351 50X1

MEMORANDUM FOR: Deputy Director of Central Intelligence**SUBJECT : Proposed Project for Linguistic Training**

1. This memorandum contains a recommendation for the approval of the Deputy Director of Central Intelligence. Such recommendation is contained in paragraph 5.

2. The Language Training Faculty of the Office of Training is responsible for three types of foreign language training:

a. Language training classes -- during normal duty hours conducted by nineteen full-time and four part-time contract employees now charged against twenty-one staff-type ceiling slots.

b. Tutorial language training -- done on an ad hoc basis for both overt and covert trainees in response to specific requirements and utilizing the services of forty-nine instructors paid on an hourly basis when actually employed. These instructors are not charged against staff ceiling.

c. Voluntary language training -- given after hours for Agency staff employees voluntarily undergoing language training. Instructors for this training are qualified Agency staff or full-time contract employees who are reimbursed on an overtime basis for services performed.

3. The attached proposal will result in dollar savings but of undetermined magnitude. The proposal involves the grouping of all language instructors utilized by the Office of Training within a project which would permit all

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GROUP 1
Excluded from automatic
downgrading and
declassification

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[redacted] to be utilized and paid only when their services are necessary. Fewer full-time personnel will ultimately result. It would also virtually eliminate the overtime paid Agency staff employees for the Voluntary Language Training Program. Instructors for this program, under the attached proposal, would be drawn largely from that group of contract employees paid on an hourly basis.

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5. It is recommended that you approve the attached proposal for conducting all language training in the Headquarters area under a project with the understanding that [redacted] of the personnel so utilized will be charged against ceiling.

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L. K. White
Deputy Director
for Support

Attachment:
Proposed Project for Administering
Linguistic Contract Instructors

CONCUR:

151
John M. Clarke
Director of Budget, Program Analysis and Manpower

27 Jan. '65
Date

The recommendation contained in paragraph 5 is approved:

(signed) Lyman B. Kirkpatrick

for
Marshall S. Carter
Deputy Director of Central Intelligence

29 JAN 1965
Date

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